

WASHINGTON STARS

State Training & Registry System

Caring for and educating children is work that is both rewarding and challenging. Quality preparation and continued education enable professionals to do their best work and ensure the availability of high quality care.

Washington STARS was created because the early childhood community asked the State to recognize the importance of this work by establishing and supporting professional education requirements. STARS provides a Registry system, training opportunities, and scholarship support.

Through a contract with the Department of Early Learning (DEL), WAEYC administers STARS Scholarships, Trainer and Training Approval and Provider Services. WAEYC does not administer the Registry website and database. The Registry was created by, belongs to and is maintained by DEL. DEL licensors are responsible for regulating and ensuring compliance with the STARS training requirements.

WAEYC and DEL
are committed to sustaining
a system that works for all
participants.

What You Need to Know

- ★ **Who?** STARS has been a child care licensing requirement since 1999. All family child care providers as well as directors, program supervisors, site coordinators, and lead staff in centers and school-age programs are required to participate in and meet STARS requirements. Aides, assistants, substitutes and volunteers are encouraged, but are not required to participate. *Licensors determine the most appropriate job title for the purposes of licensing and licensing requirements.*
- ★ **What?** Participants must meet the 20-hour basic requirement once and must take 10 hours of continuing education annually. The basic requirement can be met by either coursework or exemption.
- ★ **When?** The 20-hour requirement must be met within six months of being licensed or hired. Ten hours of continuing education must be taken each subsequent calendar year.
- ★ **Where?** Approved training sources and available training can be found on the Registry website, located at www.stars.dshs.wa.gov. Be aware that trainers and training organizations are approved by – but work independently of – Washington STARS. Before taking training, verify approval status by calling or checking the Registry.
- ★ **Why?** Those with relevant education and training are more likely to provide higher quality child care.
- ★ **How?** Scholarships are available on a first-come first-served basis while funds last.

*A Career Development System for
Those Working in Child Care and Early
Education and School-Age Care*



WAEYC
841 N Central Avenue #206
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www.waeyc.org

www.stars.dshs.wa.gov

Telephone: (800) 727-3107 Extension
(253) 854-2565 (Kent calling area)
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STARS Step by Step

1. Apply for your STARS ID Number. *Keep it in an accessible place, perhaps your wallet.*
2. Meet the basic training requirement.
3. Take at least 10 hours of training each year.
4. Periodically review and update your record online.

Your STARS ID Number

Your STARS ID is necessary for you to access your STARS record and allows approved trainers and organizations to update your training history. All STARS participants must have a Registry record. If you do not have a number, complete a STARS ID Request and we will send you your number. If you have misplaced your number, call us. Do not submit another STARS ID Request.

The Registry: www.stars.dshs.wa.gov

On the Registry website, participants can review STARS information updates and their own personal records. Your record includes your experience, education and Washington STARS training. Also available are current forms, training opportunities, and approved trainers and organizations. To verify a form you are using is the current version, compare the date on the bottom of the form to the one posted on the Registry.

Updating Your Registry Record

Except for training history, participants can update all information online! For those without Internet access or needing to update training, use a Verification Report (VR). You can print your VR from the Registry or call (253) 854-2565x17 for a copy. If training is missing, contact the training source. In some cases, you may update your record by submitting copies of your certificates with your VR. However, if the training source has not submitted information about the training, we cannot update your record. Training sources approved by STARS are responsible for accurately reporting training for participants who provide ID Numbers.

The Basic Training Requirement

Within 6 months of being licensed or hired, participants must meet this requirement through any of the following options:

Option 1: The 20-Hour Course. The course covers current information on guidance, growth, development, health and safety. Only STARS-approved trainers, resource and referral agencies and colleges may offer courses that meet the requirement.

Option 2: Educational Exemption. Those who have any of the following may apply for an exemption:

- ★ Current CDA or equivalent credential (as approved by Washington STARS),
- ★ 12 college quarter credits specifically in early childhood education or child development, or
- ★ Associates (or higher) Degree in an area listed on the application.

Those working in settings licensed as either school-age or family child care programs have additional options available; refer to the application. Apply using a STARS ID Request. If you have already submitted that form, use a Verification Report (VR).

Continuing Education Requirement

Every calendar year after meeting the 20-Hour Basic Requirement, participants must take 10 hours of self-selected continuing education from either a trainer or organization approved by STARS or from the Early Childhood Education department of a college located in Washington State. For directors, program supervisors, and site coordinators, each year a number of those hours must be in administration. This number is specified in the WAC Minimum Licensing Requirements.

STARS Scholarships

Those required to participate and who need financial assistance are encouraged to submit a scholarship application. Funding is available first-come first-served for both 20-hour training and continuing education, as long as funding is available. Participants can receive up to two awards each year. You can download an application from the Registry.

Getting Involved

Both the Department of Early Learning and WAEC value the expertise of those working in child care, early education and school-age care. As the need arises, workgroups are formed to provide advice on a variety of issues and policies. We invite the participation of members from a variety of ethnic and linguistic communities representing the broad spectrum of locations, professional roles, interests and organizations in our communities.

A Word about WAEC

The WASHINGTON ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN is a non-profit membership organization for those who work with and on behalf of all young children and their families. For over 30 years, we have supported our colleagues with meaningful services, professional development opportunities and advocacy efforts.

